

PUBLIC JOB NOTICE

Immigration and Naturalization Service (INS)

Detention Enforcement Officer

GS-1802-05 (Full Performance Level GS-07)

Announcement No.: INS-DEO-02-1

Opening Date: October 25, 2001

Closing Date: December 7, 2001, Closes at midnight Eastern Time

Location of Positions: Nationwide (Including 33 INS Districts and 21 INS Border Patrol Sectors covering approximately 150-160 locations throughout the U.S., Puerto Rico, and Guam).

Number of Vacancies: Many

Salary: GS-5 salary ranges from \$ 29,150 - \$31,668 per year depending on the location of the position, plus overtime in most locations.

DESCRIPTION OF WORK

Detention Enforcement Officer: Detention Enforcement Officers (DEO) perform duties in connection with the detention, safeguarding, counseling, security, conveyance, and transportation of violators of immigration and other laws. Escort duties may include, but are not limited to escorting detained aliens to various city, state, and Federal courts for court action; to INS offices for hearings, consultations, etc; to private physicians for medical examinations and to detainees' places of employment, homes, banks, or other places of business to adjust personal affairs. Incumbent takes into custody aliens confined in various prisons, medical institutions, etc., who have been remanded to the INS for deportation; assumes custody of aliens arriving by airplane, train, bus, etc., and escorts them to places of further detention; escorts groups of aliens being deported with responsibility for safe delivery to their destinations. Administrative duties connected with processing aliens brought into INS custody may include, but are not limited to execution of appropriate admission forms; searching aliens and baggage; issuing receipts for baggage and valuables; making arrangements for food and medical care; maintaining control records of aliens detained and released from detention facilities; fingerprinting and photographing aliens; transferring files; purchasing transportation; operating and checking on maintenance of INS-owned automobiles.

HOW TO APPLY: Candidates interested in registering for the written test may either register online at www.usajobs.opm.gov (select "Hot Jobs" when you get to this website, then select "Detention Enforcement Officer Online Application" to register for the written test), or call the U.S. Office of Personnel Management's Telephone Application Processing System (TAPS) during the open period (10/25/01 – 12/7/01), to register to take the written test. The telephone number for the TAPS line is (478) 757-3192. When asked for the marketing extension, enter 9964. The telephone line is available 24-hours a day. Candidates choose one District or Sector location and up to nine sub-locations under the District or Sector (see attached geographic code

list) where they are interested in employment. **NOTE: You need the geographic code list when making your call.**

Warning: Use of mobile, cellular, and cordless telephones could result in inaccurate transmission of your responses which may prohibit or delay the processing of your application.

DO NOT SUBMIT ANY APPLICATION FORMS AT THIS TIME.

In order to complete the Telephone Application System process, you must be able to understand and speak English fluently.

ELIGIBILITY REQUIREMENTS

The following requirements must be met in order to be eligible to apply for this DEO vacancy.

Age Requirement: *In accordance with Public Law 100-238, this position is covered under law enforcement retirement provisions; therefore, candidates must be appointed before reaching their 37th birthday unless they presently serve or have previously served in a Federal civilian law enforcement position.*

Citizenship: Candidates must be U.S. citizens and must present proof of citizenship if selected.

Residency: Candidates must have, for three of the last five years immediately prior to applying for the position(s), (1) resided in the United States; or (2) worked for the United States Government as an employee overseas in a Federal or Military capacity; or (3) been a dependent of a U.S. Federal or Military employee serving overseas.

QUALIFICATION REQUIREMENTS

Written Test: Applicants must pass a written test. The test will generally be scheduled within 4-6 weeks after application is made.

The Office of Personnel Management (OPM) will send you an admission notice informing you of the date, location and time for the written test.

Basis of Rating: To be eligible, applicants must have a score of at least 70 on the written test and meet the experience and/or education requirements specified in this public job notice.

GS-5:

Applicants must have one year of specialized work experience directly related to the position of Detention Enforcement Officer, including, but not limited to, work that involves enforcing rules and regulations; ensuring safety and/or welfare of persons and property in controlled or confined settings; eliciting information and cooperation of persons from varied backgrounds; and collecting, assembling, and recording facts and writing reports. Such experience must be

equivalent to at least the GS-04 in the Federal Service and have equipped the applicant with particular knowledge, skills and abilities to perform the duties of the position.

-OR-

Successfully completed 4 years of education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester or 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

-OR-

Possess a combination of qualifying periods of specialized experience and education to meet the specialized experience requirement. To qualify for GS-05, only education in excess of the first 60 semester / 90 quarter hours is creditable towards meeting the specialized experience requirement.

One full academic year of study 30 semester / 45 quarter hours beyond the second year is equivalent to 6 months of specialized experience.

Language Ability: Some positions will require fluency in reading, writing and speaking Spanish.

CONDITIONS OF EMPLOYMENT: In addition to the above requirements, selectees must meet the following:

Drug Testing: All non-INS selectees for these positions will be required to submit to urinalysis to screen for illegal drug use prior to appointment. These positions are designated for testing for illegal drug use; incumbents are subject to random testing.

Medical Examination: Prior to receiving an official offer of employment, candidates for Detention Enforcement Officer will be required to pass a medical examination and meet medical standards. For example, the vision standard for uncorrected visual acuity is 20/200 or better in each eye. The initial medical examination is provided at agency expense. If additional information is needed beyond the initial examination, to make a medical decision, it is provided at the applicant's expense.

If you have a touch-tone telephone and have access to a fax machine, you can request to have a summary of the DEO medical requirements (5 pages) faxed to you via the INSFAX, a 24-hour faxback system. Call INSFAX at 612-727-5290 and request document 40034. You may also call the DEO Information Line (612-725-3496) and leave a message, asking to have this mailed to you.

Security Investigation: Candidates will be subject to the satisfactory completion of the Department of Justice security/suitability requirements, which include but are not limited to, a Federal Bureau of Investigation (FBI) name and fingerprint check and a background investigation. As part of the background investigation, you will be asked to submit a security questionnaire (SF-85P). The questionnaire will ask questions regarding education, residences, past and current employers, police records, financial situation, drug and alcohol usage, etc. The investigation will consist of, among other things, a personal interview, a check for past arrest records, a credit check, and interviews of employers and personal references.

Firearms Disability Law: If you have ever been convicted of a misdemeanor crime of domestic violence, it is a felony for you to possess any firearm or ammunition. As a condition of

employment individuals selected for DEO positions are required to carry weapons and ammunition as part of their official duties. Therefore, an individual with a conviction of a misdemeanor crime of domestic violence will not be eligible for the DEO position.

Training: Candidates selected will be required to attend and successfully complete an 8-week Basic Training Course located at the Federal Law Enforcement Training Center (FLETC) near Brunswick, Georgia. The training consists of physical training, police training and Immigration law.

Selective Service Registration: Male applicants born in 1960 or later will be required to complete a Statement for Selective Service Registration.

Commercial Driver's License: Candidates must possess a valid state driver's license and possess or be willing to obtain a commercial driver's license in order to operate INS detention vehicles, including buses. This license must be obtained at your own expense.

MISCELLANEOUS INFORMATION

Travel to Initial Duty Location: Selectees are required to pay all expenses to initial duty location. Travel expenses for training will be at agency expense.

Uniform Allowance: Detention Enforcement Officers are required to wear a uniform and will receive a uniform allowance.

Firearms: Detention Enforcement Officers are required to carry a firearm. Training will be provided.

Overtime: Employees may be required to travel and/or work long irregular hours including weekends and nightshifts. This may include overtime in some locations and employees will receive appropriate compensation.

Reasonable Accommodation: The Department of Justice provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be on a case-by-case basis.

Summary of the Hiring Process: The following information is a brief summary of the hiring process for applicants who apply under this announcement.

- ∫ Register for the **written test** during the open period either online on the Internet or by TAPS (Telephone Application Processing System).
- ∫ **Take and pass** the written test with a score of at least **70**.
- ∫ Be placed on the **nationwide register** in score order for future referral for INS vacancies.

- }] When your score is reached for consideration for a vacancy, you will receive **written notification** asking if you are interested in the position along with an application to complete and return.
- }] **If selected** for a position, you will be sent a tentative selection letter and pre-appointment forms to complete and return by a given **deadline**. Before an entrance-on-duty date is established, you will need to satisfactorily complete a background investigation, drug testing, and a medical examination.

The Immigration and Naturalization Service is an Equal Opportunity Employer. All candidates will receive consideration without regard to race, religion, color, sex, age, national origin, lawful political affiliation, marital status, sexual orientation, union membership, handicap, or other non-merit factors.

INFORMATION REGARDING DISPLACED FEDERAL EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION

If you are a displaced Federal employee who is requesting special priority selection consideration under the Interagency Career Transition Assistance Program, you must:

1. Submit a copy of the appropriate documentation such as a RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package upon request. The following categories of candidates are considered displaced employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.

3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. *(This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)*

4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

5. Apply through the TAPS line by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).

6. Be rated well-qualified for the position. Candidates passing the written test who attain a rating of 85 are considered to be well-qualified, subject to meeting the qualifications, medical, age, and suitability requirements.

GEOGRAPHIC CODE LIST DETENTION ENFORCEMENT OFFICER GS -1802-05
Announcement Number INS-DEO-02-1

The geographic codes indicated by the numbers 001 - 033 and 059 represent District Offices. The geographic codes indicated by the numbers 038 - 058 represent Border Patrol Sectors.

When you register for the written test, you will be able to select one district or sector code where you would be willing to work. Once you have entered that code, you will hear the names and codes for the various sub-locations under that district or sector. Please listen carefully as the codes include all the locations in your chosen district or sector where entry-level Detention Enforcement Officers may be hired. You will be asked, one by one, to enter in the code of the sub-locations in which you are willing to work. You may select all or any of the sub-locations under the district or sector, but you must select at least one sub-location code for your registration to be processed

*****DISTRICTS*****

001 ATLANTA DISTRICT

400 Atlanta, GA
401 Charlotte, NC

002 BALTIMORE DISTRICT

410 Baltimore, MD
411 Salisbury, MD

003 BOSTON DISTRICT

420 Boston, MA (Detention Facility)
421 Hartford, CT
422 Manchester, NH
423 Providence, RI

004 BUFFALO DISTRICT

430 Buffalo, NY
431 Batavia, NY (Detention Facility)
432 Syracuse, NY
433 Champlain, NY
434 Albany, NY

005 CLEVELAND DISTRICT

440 Cleveland, OH
441 Columbus, OH

006 DETROIT DISTRICT

450 Detroit, MI

007 MIAMI DISTRICT

460 Miami, FL (includes Krome Detention Facility)
461 Bradenton, FL
462 Orlando, FL
463 Tampa, FL
464 Jacksonville, FL

008 NEWARK DISTRICT

470 Newark, NJ
471 Cherry Hill, NJ
472 Elizabeth, NJ (Detention Facility)

009 NEW ORLEANS DISTRICT

480 New Orleans, LA
481 Oakdale, LA (Detention Facility)
482 Louisville, KY
483 Memphis, TN

010 NEW YORK DISTRICT

490 New York City, NY (includes Varick Service Processing Center)
491 Queens, NY (Detention Facility)
492 Fishkill, NY (Institution Removal Program)
493 Napanoch, NY (Institution Removal Program)

011 PHILADELPHIA DISTRICT

500 Philadelphia, PA
501 Pittsburgh, PA
502 York, PA (Detention Facility)
503 Leesport, PA (Detention Facility)
504 Allenwood, PA (Detention Facility)
505 Dover, DE (Service Processing Center)
506 Charleston, WV (Detention Facility)

012 PORTLAND DISTRICT

510 Portland, ME
511 St. Albans, VT

013 SAN JUAN DISTRICT

520 San Juan, PR
521 Aguadilla, PR (Detention Facility)

522 St. Thomas, VI
523 St. Croix, VI

014 WASHINGTON D.C. DISTRICT

530 Arlington, VA
531 Norfolk, VA

015 CHICAGO DISTRICT

540 Chicago, IL (includes Detention Facility)
541 Milwaukee, WI
542 Indianapolis, IN

016 DALLAS DISTRICT

550 Dallas, TX
551 Big Spring, TX
552 Oklahoma City, OK

017 DENVER DISTRICT

560 Denver, CO (includes Detention Facility)
561 Alamosa, CO
562 Craig, CO
563 Glenwood Springs, CO
564 Salt Lake City, UT
565 Provo, UT
566 St. George, UT
567 Ogden, UT
568 Cheyenne, WY

018 EL PASO DISTRICT

570 El Paso, TX (includes Detention Facility)
571 Pecos, TX
572 Albuquerque, NM

019 HARLINGEN DISTRICT

580 Port Isabel, TX (Detention Facility)

020 HELENA DISTRICT

590 Helena, MT
591 Boise, ID
592 Idaho Falls, ID

021 HOUSTON DISTRICT

600 Houston, TX (includes Detention Facility)
601 Huntsville, TX
602 Beaumont, TX

022 KANSAS CITY DISTRICT

610 Kansas City, MO
611 St. Louis, MO
612 Springfield, MO
613 Wichita, KS

023 OMAHA DISTRICT

620 Omaha, NE
621 North Platte, NE
622 Grand Island, NE
623 Des Moines, IA
624 Cedar Rapids, IA
625 Sioux City, IA

024 SAN ANTONIO DISTRICT

630 San Antonio, TX
631 Laredo, TX (Detention Facility)
632 Austin, TX
633 Eden, TX

025 ST. PAUL DISTRICT

640 St. Paul, MN
641 Sioux Falls, SD
642 Rapid City, SD

026 ANCHORAGE DISTRICT

650 Anchorage, AK

027 HONOLULU DISTRICT

660 Honolulu, HI

059 GUAM DISTRICT

670 Guam (includes entire island of Guam)

028 LOS ANGELES DISTRICT

680 Los Angeles, CA
681 Lancaster, CA (Detention Facility)
682 Ventura, CA
683 San Bernardino, CA
684 Santa Ana, CA
685 San Pedro, CA (Service Processing Center)

029 PHOENIX DISTRICT

690 Phoenix, AZ
691 Florence, AZ (Detention Facility)
692 Eloy, AZ (Detention Facility)
693 Tucson, AZ
694 Reno, NV
695 Las Vegas, NV

030 PORTLAND DISTRICT

700 Portland, OR
701 Medford, OR

031 SAN DIEGO DISTRICT

710 San Diego, CA
711 El Centro, CA (Detention Facility)
712 San Ysidro, CA
713 Otay Mesa, CA
714 Calipatria, CA
715 Centinela, CA

716 Donavon, CA

032 SAN FRANCISCO DISTRICT

720 San Francisco, CA (includes Detention Facility)
721 Livermore, CA
722 Fresno, CA
723 Sacramento, CA
724 Bakersfield, CA
725 San Jose, CA

033 SEATTLE DISTRICT

730 Seattle, WA
731 Spokane, WA
732 Yakima, WA

*****BORDER PATROL SECTORS*****

038 BUFFALO SECTOR

740 Buffalo, NY

039 DETROIT SECTOR

750 Detroit, MI
751 Selfridge Air National Guard Base, MI
752 Holland, MI
753 Marysville, MI
754 Sault Ste. Marie, MI
755 Trenton, MI

040 HOULTON SECTOR

760 Houlton, ME

041 MIAMI SECTOR

770 Pembroke Pines, FL
771 West Palm Beach, FL
772 Tampa, FL
773 Orlando, FL
774 Jacksonville, FL
775 Marthon, FL

042 NEW ORLEANS SECTOR

780 New Orleans, LA
781 Lake Charles, LA
782 Baton Rouge, LA
783 Gulfport, MS
784 Mobile, AL

043 RAMEY SECTOR

790 Ramey, PR

044 SWANTON SECTOR

800 Swanton, VT

045 DEL RIO SECTOR

810 Del Rio, TX
811 Abilene, TX
812 Carrizo Springs, TX
813 Rocksprings, TX
814 San Angelo, TX
815 Eagle Pass, TX

046 EL PASO SECTOR

820 El Paso, TX
821 Las Cruces, NM
822 Lordsburg, NM
823 Carlsbad, NM
824 Deming, NM

047 GRAND FORKS SECTOR

830 Grand Forks, ND
831 Duluth, MN

048 HAVRE SECTOR

840 Havre, MT
841 Billings, MT
842 Twin Falls, ID

049 LAREDO SECTOR

850 Laredo, TX

050 MARFA SECTOR

860 Marfa, TX
861 Lubbock, TX
862 Amarillo, TX
863 Pecos, TX
864 Sierra Blanca, TX
865 Midland, TX

051 MC ALLEN SECTOR

870 Mc Allen, TX
871 Brownsville, TX
872 Harlingen, TX
873 Kingsville, TX

052 BLAINE SECTOR

880 Blaine, WA
881 Bellingham, WA
882 Lynden, WA
883 Port Angeles, WA

053 EL CENTRO SECTOR

890 El Centro, CA
891 Calexico, CA
892 Indio, CA
893 Riverside, CA

054 LIVERMORE SECTOR

900 Livermore, CA
901 Bakersfield, CA
902 Dublin, CA
903 Fresno, CA
904 Sacramento, CA
905 Salinas, CA
906 San Luis Obispo, CA
907 Stockton, CA

055 SAN DIEGO SECTOR

910 San Diego, CA
911 San Ysidro, CA
912 Campo, CA
913 Temecula, CA
914 Brownfield, CA
915 El Cajon, CA
916 Imperial Beach, CA
917 San Clemente, CA

056 SPOKANE SECTOR

920 Spokane, WA
921 Oroville, WA
922 Pasco, WA
923 Wenatchee, WA

057 TUCSON SECTOR

930 Tucson, AZ
931 Casa Grande, AZ
932 Wilcox, AZ
933 Douglas, AZ
934 Nogales, AZ

058 YUMA SECTOR

940 Yuma, AZ
941 Wellton, AZ
942 Blythe, CA